



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date		Department of Education Office of Administrative Services Regional Education Services Division Atlanta, GA 30334	Application Number	81-374
Application Number			Date Received	Date Completed
			JUL 17 1981	AUG 7 1981

2. Person to Contact	Working Title	Telephone Number
Mrs. Connie Hunt	Principal Secretary	656-2446

3. Action Requested

a. Establish Retention Schedule; record will continue to accumulate. DIVISION-WIDE COMMON

b. Dispose of present accumulation; no further accumulation anticipated.

c. Amend Application No. _____ Check One: Change; Supercede; Void

4. Dates of Series	5. Records Series Title (followed by title used in office; if different)
Earliest _____ Latest _____	REGIONAL DIRECTORS' SCHOOL SYSTEM FILES
To date _____	

6. Division and Office Function What is the function of the Division and the Office in which this record series is created?

The Regional Education Services Division is responsible for providing liaison services between the State Department of Education and the 187 local school systems and 16 CESAs (Cooperative Education Service Agencies). It provides monitoring in administrative areas dealing with State Board of Education policies and State laws; administers state school standards through on-site appraisal of standards applications; assists local school systems in the development of local facility plans; conducts pupil-teacher ratio and attendance audits; provides liaison services to accrediting agencies and principals' organizations; compiles school systems data for directories, school calendars, and the State legislature. These services are provided through the Division Director, 10 Regional Directors (located in offices throughout the state), and one administrator assigned to work with principals' organizations.

7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.

Documents relating to: assisting local school systems by providing them with various state educational services and resources; conducting attendance audits; and monitoring State Board policies, state laws, and application of state school standards.

Included are: copies of correspondence between local school systems and Regional Directors, local school systems and the division, and other DOE divisions and offices; financial data, school calendars, allotment sheets, transportation data and related reports pertaining to local school systems.

File is arranged: chronologically by calendar year; thereunder alphabetically by school system; thereunder alphabetically by subject.

8. Monthly Reference Rate How often are records referred to which are:

One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>1-5</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:
 Calendar Year; Fiscal Year; Other _____ then,

- Hold in the current files area _____ month(s) _____ year(s); then
- Transfer to local holding area; hold _____ year(s); then
- Transfer to State Records Center; hold _____ year(s); then
- Destroy.
- Transfer to State Archives for permanent retention.

Other (Specify) Attendance Audits, Correspondence and Pupil/Teacher Ratios
 Hold in current files area three (3) years; then destroy.

Facilities Plans (Capital Outlay) Files
 Hold in current files area five (5) years; then destroy.

All other Regional Directors' School System Files
 Hold in current files area one (1) year; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Wayman Culp</i>	7/16/81	Walker L. Baumgardner	7-6-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carroll Hart</i>	7-29-81
		Secretary of State/Designee	7-27-81
		Attorney General/Designee	8-7-81